



Learning Portal External Request Preparation

This document provides the questions within the Utah State Board of Education (USBE) Learning Portal survey. It may be used to prepare information prior to entering the request.

Learning Portal Request Survey: <https://bit.ly/usberequest>

Landing Page

This page provides the Learning Portal purpose.

Affirmation Page

This page reminds users that this is **not** the appropriate place to find license renewal, the suicide prevention training course, or endorsement information.

Users need to select “No” to proceed in the survey.

Origin of Request

Question: Does this request originate from USBE?

Guidance

Anyone that is not a USBE employee should select “no” to indicate it is an external request.

Contact Information

This page requests the contact information for the person filing in the form.

Questions:

First and Last Name



Email Address

Phone Number (formatted as XXX-XXX-XXXX)

Title (job you currently have)

Administration Affirmation

Question: This learning activity request has been approved by an LEA administrator.

Guidance

All requests must be approved by an LEA administrator. Select “True” to proceed with the request.

Administration Affirmation

Question: This learning activity request has been approved by an LEA administrator.

Guidance

All requests must be approved by an LEA administrator. Select “True” to proceed with the request. Selecting “False” will end the survey.

Administrator Contact Information

This page requests the contact information for the LEA administrator who has approved the request.

Questions:

LEA Administrator First & Last Name

LEA Administrator Email Address

LEA Administrator Phone Number

Guidance

This question may be left blank only if the LEA administrator and the person filling in the form are the same individual. Leaving it this page blank will prompt an affirmation to continue without answering.



LEA or Organization

Questions: Which LEA or organization are you submitting this learning request for?

Guidance

Select from the drop-down menu. If you are allowing multiple LEAs to join the learning, select the hosting LEA. If you do not see your information, scroll to the bottom of the list and select “LEA or Organization not listed.”

LEA or Organization Not Listed

You will only see this question if you selected “LEA or Organization not listed” in the previous question.

Questions: Enter the LEA or Organization in the box below.

LEA or Organization Not Listed

Question: Is this learning activity required by USBE?

Guidance

If the learning activity was required, such as a follow up training to address monitoring findings or learning required by legislation, select “Yes”. For all other requests, select “No.”

LEA or Organization Not Listed

You will only see this question if you selected “Yes” in the previous question.

Questions: What is the deadline for this USBE required training?

Month

Day

Year



Training Modality

Question: What is your preferred modality of instruction (select all that apply).

In person

Virtual

Other

Other Modality

You will only see this question if you selected “Other” in the training modality question.

Questions: What other modality of instruction do you prefer?

Meeting Space

You will only see this question if you selected “In-person” in the training modality question.

Questions: Will you be arranging the meeting space?

Platform

You will only see this question if you selected “Virtual” in the training modality question.

Questions: Which platform do you prefer?

Teams

Google Meet

Zoom



Content Area

Question: Select the content area that applies to this learning activity request.

Guidance

This page allows you to select one overarching area. After you select the content area, then you are directed to further choices, if applicable.

See Appendix A for a complete list of content areas and sub-areas.

Content Area

You will only see this question if the content area selected has identified sub-areas.

Question: Select area(s) within _____.

Topic Details

Question: Which topics would you like covered in this learning activity? Be as specific as possible.

Desired Outcome

Question: What is the desired outcome of the learning activity? What is the adult behavior change you would like to see?

Length

Question: How much time are you planning for the learning activity (e.g. 2 hours, 1 day)?



Dates Requested

Question: Please provide up to three dates for this request, preferably with at least a month's lead time.

Guidance

Approved learning activity requests will be scheduled based on specialist availability and the scope of the request.

Participants

Question: How many participants do you expect to attend?

Guidance

Sections may have varied minimum requirements to engage in learning activities. A minimum of 10 participants is recommended but not necessarily required.

Additional Comments or Suggestions

Question: Any additional comments or suggestions?

Guidance

The more details provided in the survey, the easier it is to engage the proper staff to respond to the request.

Final Approval

This request will be reviewed for approval. You will receive an email confirmation that will include a copy of your response. You should receive a response from USBE within 7-10 business days. If you have any additional questions or concerns, please contact Kellie Brimhall (kellie.brimhall@schools.utah.gov)

Guidance

USBE makes every attempt to serve your needs, but requests do not automatically ensure that a learning activity will be conducted.



Appendix A

Content Area Selection and Subsections

Adult Education

Attendance

APEX Grant Program

AP/IB/Early College

Assessment and Accountability

Acadience

ACT, ASVAB, or AP Prep

Assessment Development and Formative Assessment

Assessment Literacy

DLM (Dynamic Learning Maps)

Dual Immersion Assessment

PEEP (Pre-Kindergarten Entry and Exit Profile)

RISE

UTIPS (Utah Test Item Pool Service)

WIDA

Other

Career and Technical Education

CTE Data Quality Training

CTE Financial Literacy



CTE General

CTE Pathways

Other

Child Nutrition Programs

Eligibility (sponsor, site, or student)

Financial Management

General Areas (civil rights, food safety, local wellness policy, monitoring)

Procurement

Program Specifics (Smart Snacks, Fresh fruit and vegetable grant, Farm to School)

Reimbursements

Other

Concurrent Enrollment

Data and Statistics

Student Data Reporting

Data (UTREx/USIMS) Submission

Assessment Data Submission

Other

Data Privacy

Drivers Education

Dropout Prevention

Federal Programs

Graduation

Information Technology

Record Retention



SIS Data Management

SIS Vendor Certification

Other

Preschool

School Children's Trust

Charter Councils

School Community Councils

School Land Trust Program

Other

Finance

Fiscal Notes

Minimum School Program

School Construction

School Finance

Transportation

Other

School Improvement

Education Technology Management

Educator Evaluation

Federal School Improvement

School Leadership

State School Improvement

Other

School Safety and Student Services



Special Education

APPEL

Behavior Support

Compliance

Dispute Resolution

IEP

Inclusive Support

Parent Engagement

Preschool

Program Support

Post School Transition

Specially Designed Instruction

Strategic Communications

Media Relations

Parent Engagement

Public Outreach

Public Relations

Social Media

Website

Other

Teaching and Learning

Beverly Taylor Sorenson

Co-teaching

Dual Language Immersion



Educator Preparation

English Language Arts

Fine Arts

Health

Library Media

Mathematics

Mentoring

Physical Education

Professional Learning Standards

Science

World Languages

Other

UPPAC

Educator Licensing

Educator Standards

Ethics

Other

Youth In Care